



# Electronic Filing-Party Web Portal

**Court of Appeals, Division III**  
**500 N Cedar ST**  
**Spokane, WA**  
**February 2013**

# Accessing the Electronic Filing Screen

Insert the following address into your Internet Web Browser address field:

<http://www.courts.wa.gov/jis/?fa=jis.coaFiling>



Washington State Courts Washington Courts - Windows Internet Explorer

http://www.courts.wa.gov/jis/?fa=jis.coaFiling

Links Customize Links Inside Courts Revised Code of Washington (RCW) Washington Administrative Code (WAC) Washington Courts

Washington State Courts Washington Courts

WASHINGTON COURTS

Courts Home Search Site Map eService Center

Supreme Court  
Appellate & Trial Courts  
Boards, Commissions,  
Programs & Orgs  
Washington Court News  
Jury Service Information  
Emergency Procedures  
Program Accessibility (ADA)  
Court Directory  
Court Forms  
Court Opinions  
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Pattern Jury Instructions  
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JIS LINK  
Find Your Court Date  
Records Request  
Search Case Records  
Education Resources  
Resources, Publications,  
and Reports  
Whistleblower  
Employment  
Procurement  
Judicial Family Institute  
eService Center

Current Events in Washington Courts

**Court Closures**  
Click above for a list of courts with upcoming closures...

**Access to judicial branch administrative records: Proposed court rule ready for public comments**  
OLYMPIA — A proposed new court rule governing public access to judicial branch administrative records has been released for public input by the Washington State Supreme Court. The rule presumes open access to judicial administrative records, within the standards and guidelines of the rule. Comments on the proposed rule must be received no later than November 30, 2011.

**Superior Court Management Feasibility Study Report**  
The DRAFT feasibility study report was presented to the Judicial Information System Committee (JISC) on June 24th. During subsequent briefings, the feasibility study was found to be incomplete. The study is being reworked and the completed study will be presented at the September JISC meeting.

Important Notice - The briefings on the Superior Court Case Management Final Feasibility Study will be rescheduled. Click [this link](#) for dates and detailed information.

Copies of completed project deliverables produced by MTG are provided on the associated webpage. [Click Here](#)

Search Washington Courts Website

Search

Welcome to Washington Courts

**Chief Justice Barbara Madsen**  
Whether you are involved in a case, responding to a juror summons or just interested in learning more about your local court system, we hope this site will help answer any questions you may have regarding Washington's third branch of government. [...More](#)

**Justice in Jeopardy**  
"Injustice anywhere is a threat to justice everywhere"  
Martin Luther King Jr.

**notifications**  
Automatically receive notifications of Appellate Opinions, forms, news events, calendars and reports.  
[Log in](#) - [Sign Up](#) - [FAQs](#)

# Sign In

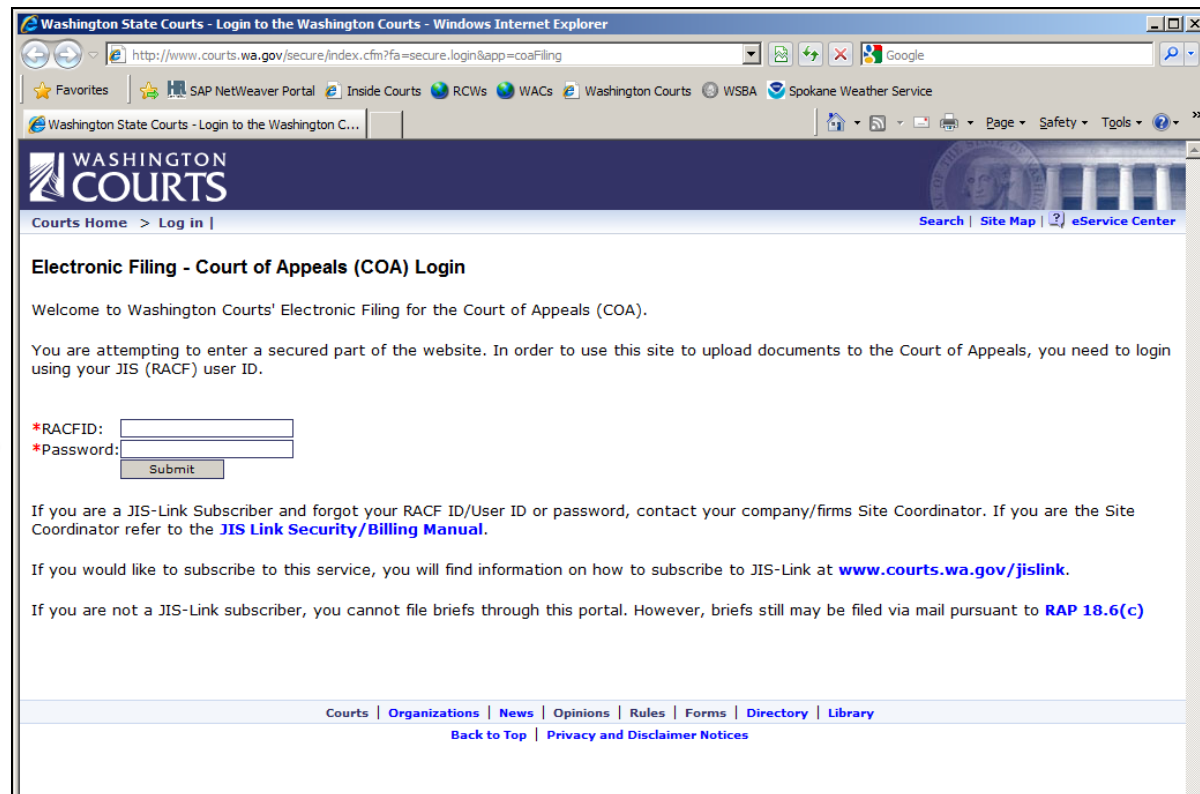
You will be presented with the Washington Courts login screen.

- Insert your JIS Link User ID and Password.

JIS-Link information and materials may be found at [www.courts.wa.gov/jislink](http://www.courts.wa.gov/jislink). If assistance is needed after you have reviewed the JIS Link information, you may contact Jamie Prince, AOC Public Link, Financial Services at 360-704-4145.

County/City Prosecuting attorneys or public defense counsel needing assistance can also contact the [JIS-Link Administrator](http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.contact) (<http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.contact>)

- Click-Submit



Washington State Courts - Login to the Washington Courts - Windows Internet Explorer

http://www.courts.wa.gov/secure/index.cfm?fa=secure.login&app=coaFiling

Washington State Courts - Login to the Washington C...

WASHINGTON COURTS

Courts Home > Log in | Search | Site Map | eService Center

### Electronic Filing - Court of Appeals (COA) Login

Welcome to Washington Courts' Electronic Filing for the Court of Appeals (COA).

You are attempting to enter a secured part of the website. In order to use this site to upload documents to the Court of Appeals, you need to login using your JIS (RACF) user ID.

\*RACFID:

\*Password:

Submit

If you are a JIS-Link Subscriber and forgot your RACF ID/User ID or password, contact your company/firms Site Coordinator. If you are the Site Coordinator refer to the [JIS Link Security/Billing Manual](#).

If you would like to subscribe to this service, you will find information on how to subscribe to JIS-Link at [www.courts.wa.gov/jislink](http://www.courts.wa.gov/jislink).

If you are not a JIS-Link subscriber, you cannot file briefs through this portal. However, briefs still may be filed via mail pursuant to [RAP 18.6\(c\)](#)

Courts | Organizations | News | Opinions | Rules | Forms | Directory | Library

Back to Top | Privacy and Disclaimer Notices

- Click-Continue



- Select Court of Appeals – Division III (Spokane)



## Document Filing Page

The filing form for documents being electronically filed with the Court of Appeals, Division III, is shown at right.

**One** electronic document file may be filed with each transaction.  
(Appendices may be attached within the one file sent.)

**Case type:** All case types.

The screenshot shows a web browser window titled "Washington State Courts - Judicial Information System Court of Appeals-Division III - Spokane - Windo...". The address bar shows the URL "http://www.courts.wa.gov/jis/?fa=js.coaFilingForm&div=3". The browser's toolbar includes links for "Customize Links", "Inside Courts", "Revised Code of Washington (RCW)", "Washington Administrative Code (WAC)", and "Washington Courts". The page header features the "WASHINGTON COURTS" logo and navigation links for "Courts Home", "Judicial Information System", and "Logout". A search bar and "eService Center" link are also present.

The main heading is "Electronic Filing - Court of Appeals (COA)". Below it, a welcome message states: "Welcome to the Electronic Filing page for the Court of Appeals-Division III - Spokane." Instructions follow: "Complete the following form and then click the 'Browse...' button to select the file that will be sent to the Court. Once you have selected the file attachment, click the 'Send File and Transmittal Information' button. You will receive a confirmation email if the file is transmitted successfully."

A red note indicates: "Fields marked with an asterisk (\*) are required."

The form is divided into two sections: "Contact Information" and "Transmittal Information".

**Contact Information:**

- \* Name:
- \* Organization:
- \* Email Address:  [Add/Modify Email in your JIS Profile]

**Transmittal Information:**

Case Name:

\* Court of Appeals Case Number:  (Not Required if Original PRP)

Party Represented:

\* Is This a Personal Restraint Petition? ☐ Yes ☐ No

Trial Court County:  Superior Court #:

\* Describe the Document being Filed:

- ☐ Designation of Clerk's Papers
- ☐ Statement of Arrangements
- ☐ Motion:
- ☐ Response/Reply to Motion:
- ☐ Brief
- ☐ Statement of Additional Authorities
- ☐ Affidavit of Attorney Fees
- ☐ Cost Bill
- ☐ Objection to Cost Bill
- ☐ Affidavit
- ☐ Letter
- ☐ Copy of Verbatim Report of Proceedings - No. of Volumes:
- ☐ Hearing Date(s):
- ☐ Personal Restraint Petition (PRP)
- ☐ Response to Personal Restraint Petition
- ☐ Reply to Response to Personal Restraint Petition

The bottom of the browser window shows the "Internet" icon and a "100%" zoom level.

## Steps to File:

### A. Transmittal Information

1. Type in the full case title name.  
See RAP 3.4.
2. Enter the Court of Appeals (COA) number if one has been assigned.
3. Type in the name of the party you represent.
4. **Personal Restraint Petition** filings will require the originating trial court county to be selected and the superior court case number to be indicated.

Washington State Courts - Judicial Information System Court of Appeals-Division III - Spokane - Win...

http://webdev.courts.wa.gov/jis/?fa=jis.coaFilingForm&div=3

File Edit View Favorites Tools Help

Links Customize Links Inside Courts Revised Code of Washington (RCW) Washington Administrative Code (WAC) Washington Courts

Extranet HomePage Washington State Co...

WASHINGTON COURTS

Courts Home | Judicial Information System | Logout Search | Site Map | eService Center

### Electronic Filing - Court of Appeals (COA)

Welcome to the Electronic Filing page for the Court of Appeals-Division III - Spokane.

Complete the following form and then click the "Browse..." button to select the file that will be sent to the Court. Once you have selected the file attachment, click the "Send File and Transmittal Information" button. You will receive a confirmation email if the file is transmitted successfully.

Fields marked with an asterisk (\*) are required.

#### Contact Information

\* Name:

\* Organization:

\* Email Address:  [\[Add/Modify Email in your JIS Profile\]](#)

#### Transmittal Information

Case Name:

\* Court of Appeals Case Number:  (Not Required if Original PRP)

Party Represented:

\* Is This a Personal Restraint Petition? ☐ Yes ☐ No

Trial Court County:  Superior Court #:

## B. Describe the document being filed:

1. Click on the appropriate box for the paperwork being filed with the appellate court. Drop down boxes have been provided to define the document more fully.
2. The “other” field can be used for any information that will be of interest to the COA or should be noted regarding the new filing.
3. Each document should be filed separately along with the associated proof of service.

**\* Describe the Document being Filed:**

- ☐ Designation of Clerk's Papers
- ☐ Statement of Arrangements
- ☐ Motion:
- ☐ Response/Reply to Motion:
- ☐ Brief
- ☐ Statement of Additional Authorities
- ☐ Affidavit of Attorney Fees
- ☐ Cost Bill
- ☐ Objection to Cost Bill
- ☐ Affidavit
- ☐ Letter
- ☐ Copy of Verbatim Report of Proceedings - No. of Volumes:
- ☐ Hearing Date(s):
- ☐ Personal Restraint Petition (PRP)
- ☐ Response to Personal Restraint Petition
- ☐ Reply to Response to Personal Restraint Petition
- ☐ Other:



## C. Proof of Service

1. Proof of Service is required to be submitted at the time of electronic filing.
2. The proof of service documentation should be included in the file being attached and forwarded to the court whether you do electronic service or not.

If email service is being done, you can utilize the e-service feature on the court's filing page or use your own email account to initiate the message. GR 30(b)(4)

If the court's email service is used, an automatic email will be generated to the addresses you insert with a Cc: copy to you. The documents being filed with the court will appear as attachments to the email along with the transmittal letter (proof of filing).

Proof of Service	
<b>* Proof of Service is Required</b>	
<input type="checkbox"/>	Proof of service is attached (RAP 18.5, CR5)
<input type="checkbox"/>	Email service by agreement is made to the following parties, GR30(a)(4):
<b>Email Address 1:</b>	<input type="text"/>
<b>Email Address 2:</b>	<input type="text"/>
<b>Email Address 3:</b>	<input type="text"/>
<b>Email Address 4:</b>	<input type="text"/>



## D. Locate the File to Send

1. Click on the Browse button at the bottom of the screen and select the file located on your system containing the document and proof of service to be forwarded.
2. RAP and Division III requirements for copies will **not** apply to documents filed electronically.
3. Only **one file** may be attached and the file type must be **PDF and word searchable (OCR)**. (Black & white only-no color scans or pleadings.)
4. File size should not exceed 5 MB. Documents filed having a file size over 5 MB will need to be filed in two or more files. When this is necessary, you may zip all files for the one document into a folder and attach the folder to your electronic filing.

The screenshot shows a web interface titled "Locate the File to Send" in a light blue header. Below the header, there is a red asterisk followed by the instruction: "Click the 'Browse...' button to search your computer for the file you want to send. Only ONE file can be selected to be uploaded." To the right of this instruction, in red text, is a note: "Required step - Note: Files MUST be in PDF Format (or ZIP containing PDF)". Below the instruction, there is a text input field and a "Browse..." button. Further down, there is a button labeled "Send File and Transmittal Information". At the bottom of the interface, there is a navigation bar with links: "Courts", "Organizations", "News", "Opinions", "Rules", "Forms", "Directory", and "Library". Below these links are "Back to Top" and "Privacy and Disclaimer Notices". A "Done" button is located at the very bottom left of the interface.

## Filing Example

Washington State Courts - Judicial Information System Court of Appeals-Division III - Spokane - Windows Internet Explorer

http://www.courts.wa.gov/jis/?fa=jis.coaFilingForm&div=3

Washington State Courts - Judicial Information System

WASHINGTON COURTS

Courts Home > Judicial Information System | Logout Search | Site Map | eService Center

### Electronic Filing - Court of Appeals (COA)

Welcome to the Electronic Filing page for the Court of Appeals-Division III - Spokane.

Complete the following form and then click the "Browse..." button to select the file that will be sent to the Court. Once you have selected the file attachment, click the "Send File and Transmittal Information" button. You will receive a confirmation email if the file is transmitted successfully.

Fields marked with an asterisk (\*) are required.

#### Contact Information

\* Name: Renee S Townsley

\* Organization: COA, Division III

\* Email Address: renee.townsley@courts.wa.gov [Add/Modify Email in your JIS Profile]

#### Transmittal Information

Case Name: State of Washington v John Doe

\* Court of Appeals Case Number: 12345-6 (Not Required if Original PRP)

Party Represented: Appellant

\* Is This a Personal Restraint Petition? ☐ Yes ☐ No

Trial Court County: County Superior Court #:

\* Describe the Document being Filed:

- ☐ Designation of Clerk's Papers
- ☐ Statement of Arrangements
- ☐ Motion: Type of Motion
- ☐ Response/Reply to Motion: Type of Motion
- ☐ Brief
- ☐ Statement of Additional Authorities
- ☐ Affidavit of Attorney Fees
- ☐ Cost Bill
- ☐ Objection to Cost Bill
- ☐ Affidavit
- ☐ Letter
- ☐ Copy of Verbatim Report of Proceedings - No. of Volumes: Hearing Date(s):
- ☐ Personal Restraint Petition (PRP)
- ☐ Response to Personal Restraint Petition
- ☐ Reply to Response to Personal Restraint Petition
- ☒ Other: Testing Electronic Filing Portal

Internet | Protected Mode: Off 100%

## Transmittal Letter

When you have selected the file attachment and clicked on the “Send File and Transmittal information” button you will receive an automatic confirmation transmittal letter. This transmittal letter will be a replacement to the practice of returning conformed file stamped copies to the filing party. A copy of the transmittal letter will also be forwarded to the Court of Appeals, Division III (COA3).

**You should print a copy of the letter for your files when it appears on your computer screen.** This will be your only proof of filing notice unless you also use the email service feature on the filing page.

The COA3 will automatically receive an email message that a document has been uploaded for retrieval, who filed the document and the file name of the attachment.

The COA3 will then directly access the documents uploaded, save them into the court document imaging system and process as usual. The date and time on the Transmittal Letter determine the filing date with the Court. GR30(c)(1)

Washington State Courts - Judicial Information System - Windows Internet Explorer

http://www.courts.wa.gov/jis/?fa=jis.coaFilingProcess

Electronic Filing - Court of Appeals (COA)

Your file has been successfully uploaded to the Court of Appeals, Division III, and a copy of the Transmittal Letter below has been sent via email to the court with a copy sent to renee.townsley@courts.wa.gov.

Thank you for using Electronic Filing to send your documents.

[Continue Uploading Files for this Case](#) [Upload Files for a Different Case](#)

[Log Out of Electronic Filing](#)

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**COA, DIVISION III**

**February 08, 2013 - 9:33 AM**

**Transmittal Letter**

Document Uploaded: 123456-Motion on the Merits-John Doe.pdf

Case Name: State of Washington v John Doe

Court of Appeals Case Number: 12345-6

Party Represented: Appellant

Is This a Personal Restraint Petition? ☐ Yes ☒ No

Trial Court County: \_\_\_\_ - Superior Court # \_\_\_\_

**Type of Document being Filed:**

- ☐ Designation of Clerk's Papers
- ☐ Statement of Arrangements
- ☐ Motion: \_\_\_\_
- ☐ Response/Reply to Motion: \_\_\_\_
- ☐ Brief
- ☐ Statement of Additional Authorities
- ☐ Affidavit of Attorney Fees
- ☐ Cost Bill
- ☐ Objection to Cost Bill
- ☐ Affidavit
- ☐ Letter
- ☐ Copy of Verbatim Report of Proceedings - No. of Volumes: \_\_\_\_
- ☐ Hearing Date(s): \_\_\_\_
- ☐ Personal Restraint Petition (PRP)
- ☐ Response to Personal Restraint Petition
- ☐ Reply to Response to Personal Restraint Petition
- ☒ Other: Testing Electronic Filing Portal

**Comments:**

No Comments were entered.

Proof of service is attached and an email service by agreement has been made to Renee.Townsley@courts.wa.gov.  
Sender Name: Renee S Townsley - Email: [renee.townsley@courts.wa.gov](mailto:renee.townsley@courts.wa.gov)

Internet | Protected Mode: Off

# E-mail Service Message

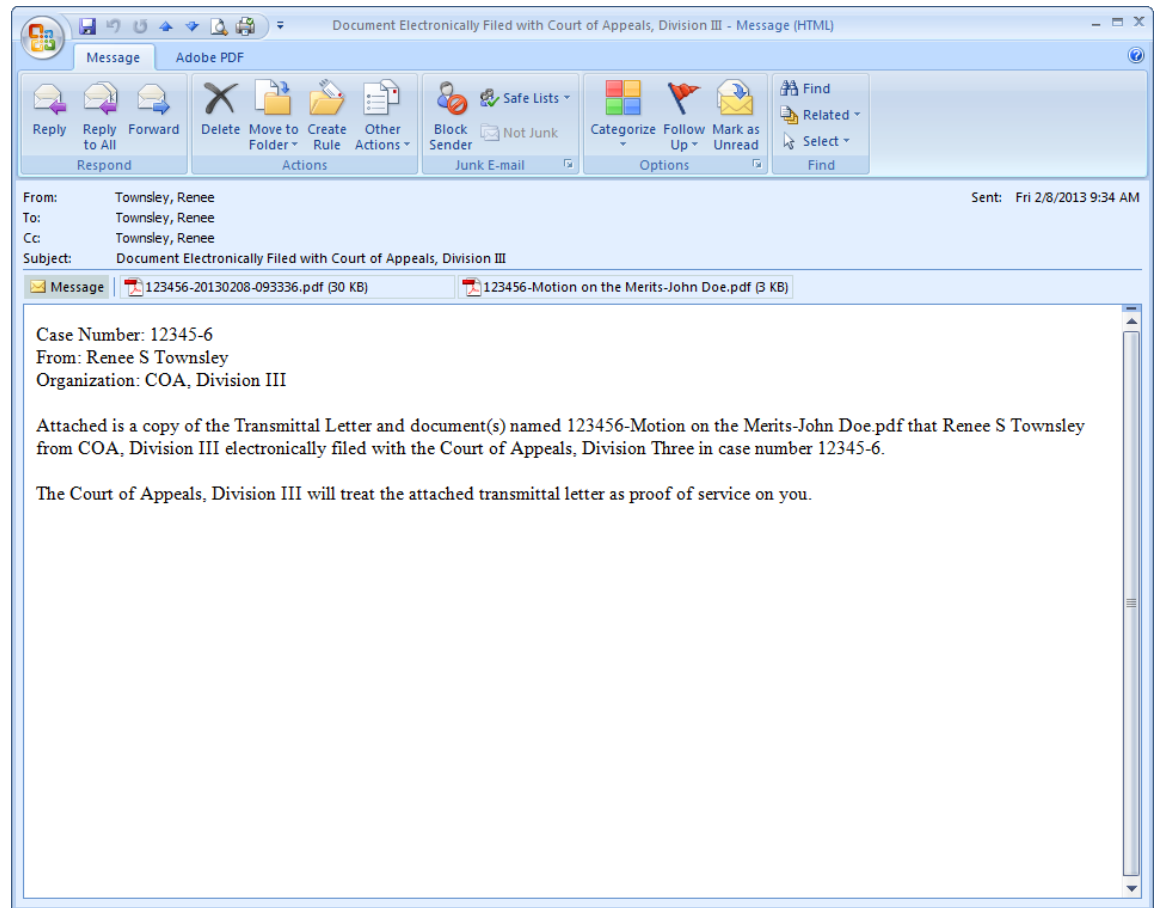
An example of the email service message is shown on the right if that feature is used on our electronic filing page.

**From:** The person filing

**To:** Parties being served

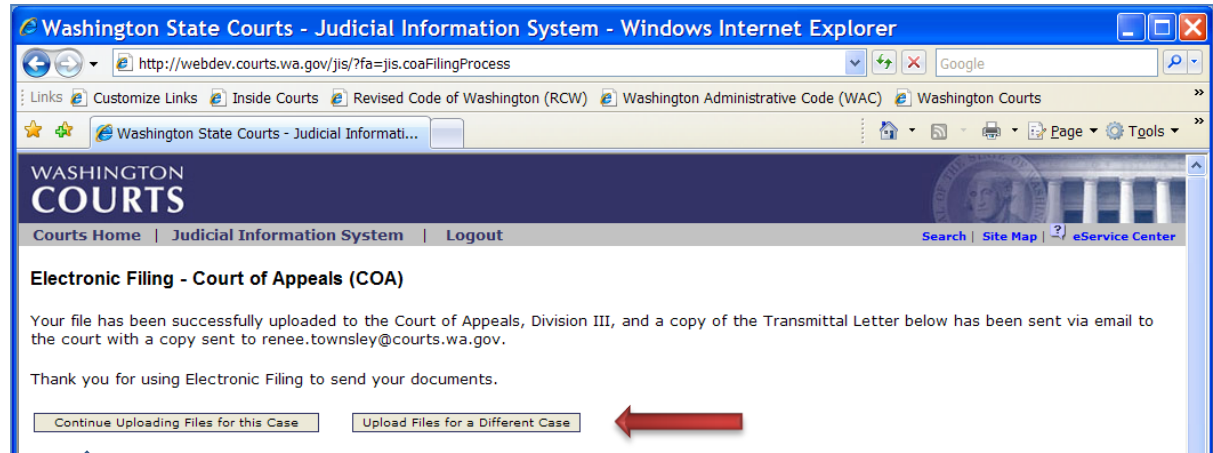
**Cc:** The person filing gets a copy of the email for proof of service record.

The **file attachments** are copies of the transmittal letter and the document file uploaded to the Court of Appeals, Division III.



## Multiple Filings

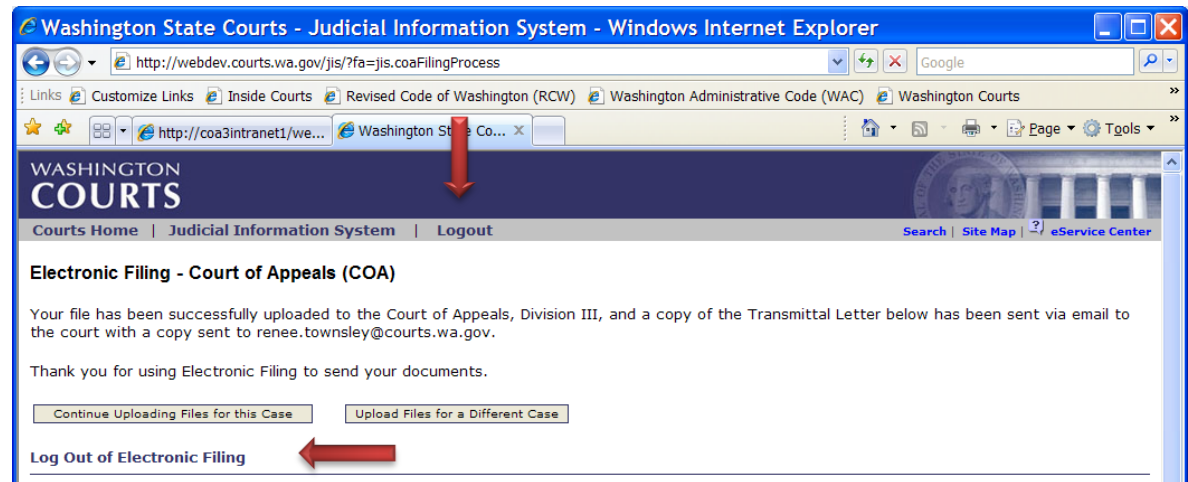
When filing more than one document during a session for the **same** case, click on the “Continue Uploading Files for this Case” as indicated by the blue arrow. You will not have to repeat your case identification entries at the top of the next transmittal form.



When filing another document on a **different** case, click the “Upload Files for a Different Case” button as indicated by the red arrow above.

## Logging Out

**Logout** when done electronically filing documents with the court by clicking on one of the **Logout** prompts indicated by the red arrows at right.



## Electronic Filing Parameters:

- **Signatures:** Either a scanned image of your actual signature on documents or a “signature” as specified in GR 30(d)(2)(a) is acceptable when electronically filing.
- **Case Type:** All case types.
- **Time of Filing:** An electronic document will be considered filed when it is received by the clerk’s computer during the clerk’s office business hours of **8:00 a.m. – 4:30 p.m.** If a document is transmitted after 4:30 p.m. it will be filed with the court the next judicial day. GR30(c)(1)
- **Electronic Transmission from the Court:** The Court will electronically transmit hearing notices, orders, opinions, rulings or other correspondence to the parties via email.

Thank you for utilizing the  
Electronic Filing Web Portal  
for the  
Court of Appeals, Division III

**Kevin M. Korsmo, Chief Judge**

**Laurel H. Siddoway**  
Acting Chief Judge

**Stephen M. Brown**  
Judge

**Joyce McCown**  
Commissioner



**Dennis J. Sweeney**  
Judge

**Teresa C. Kulik**  
Judge

**Monica Wasson**  
Commissioner

**Renee Townsley, Clerk/Administrator**